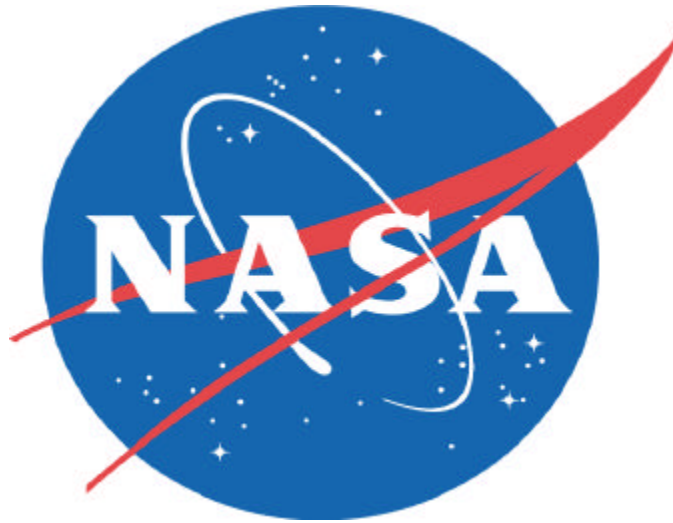Responsible Office: Code FE/ Education Division
Subject: Program Review Using NASA's Education Program Data Collection and Evaluation System (EDCATS)

Program Review Using NASA's Education Program Data Collection and Evaluation System (EDCATS)

Office Work Instruction

Original Approved by: _____

Vicki A. Novak
Associate Administrator
Office of Human Resources and Education

Responsible Office: Code FE/ Education Division
Subject: Program Review Using NASA's Education Program Data Collection and Evaluation System (EDCATS)

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		December 10, 1999	

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3.   Purpose

The purpose of this HQ OWI is to establish and define the steps to be followed by the Office of Human Resources and Education, Education Division Program Officers, to evaluate NASA Education programs, projects, and activities using NASA's Education Program Data Collection and Evaluation System (EDCATS). EDCATS is the on-line, Internet based component of the NASA Education Evaluation system, which allows for entry and collection of data from participants and program managers. These data are then used for follow-up studies, and in the preparation of briefing and statistical presentation materials to be used for analysis and reporting.

The Associate Administrator for the Office of Human Resources and Education (OHRE) is responsible for maintaining this document. The controlled version resides on the World Wide Web (WWW) via the ISO 9000 document library at http://hqiso9000.hq.nasa.gov.

2.   Scope and Applicability

2.1   Scope. EDCATS is used by all parts of the NASA Education program, including the Headquarters Education Division and the field center education offices. This work instruction describes the process program officers follow to design appropriate data collection vehicles within EDCATS, obtain data from program participants, review data collected on-line, prepare summary program manager reports, and make programmatic decisions based on data collected.

2.2   Applicability. This work instruction program review using NASA's Education Program Data Collection and Evaluation System (EDCATS) applies to Code FE.

3.   Definitions

3.1   ADP. Assistant Director for Programs, Code FE, OHRE; responsible for overseeing programmatic issues for the NASA Education Program.

3.2   DD. Division Director, Code FE, OHRE; responsible for overall NASA Education Program.

3.3   EDCATS. NASA's Education Program Data Collection and Evaluation System; an on-line, Internet based component of the NASA Education Evaluation system, which allows for entry and collection of data from participants and program managers.

3.4   FY. Fiscal Year, October 1 – September 30.

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3.5   <u>PO</u>. Program Officer, Code FE, OHRE; responsible for the development, management, policy, oversight, and evaluation of programs, projects, and activities in support of the NASA Education Program.

3.6   <u>TAE</u>. Technical Assistant to the Director for Evaluation, Code FE, OHRE; responsible for the development, implementation, policy, oversight, and evaluation of the NASA Evaluation system, including EDCATS.

4.   **References**

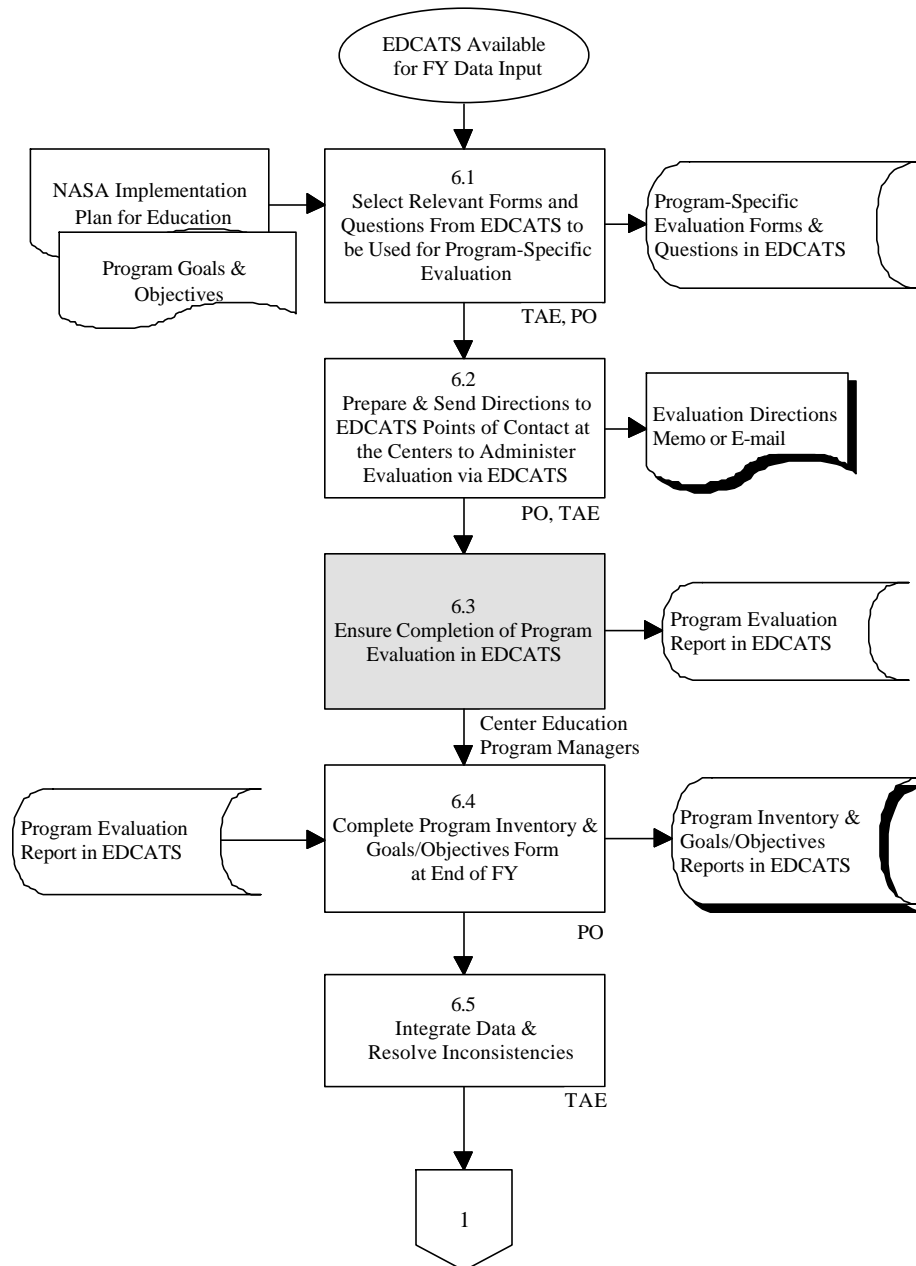   4.1   NPD 1000.1   NASA Strategic Plan (http://www.hq.nasa.gov/office/nsp/)

    4.2   NASA Implementation Plan for Education (http://education.nasa.gov/implan /exec.html)

    4.3   EDCATS on-line documentation (http://ehb2.gsfc.nasa.gov/edcats/)

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5. **Flowchart**

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                        ┌─────────────────────┐
                        │   EDCATS Available  │
                        │   for FY Data Input │
                        └─────────────────────┘
                                   │
                                   ▼
┌──────────────────────┐  ┌─────────────────────┐  ┌──────────────────────┐
│ NASA Implementation  │  │         6.1         │  │ Program-Specific     │
│ Plan for Education    │─▶│ Select Relevant     │─▶│ Evaluation Forms &   │
│                      │  │ Forms and Questions │  │ Questions in EDCATS  │
│ Program Goals &      │  │ From EDCATS to be   │  │                      │
│ Objectives           │  │ Used for Program-   │  │                      │
└──────────────────────┘  │ Specific Evaluation │  └──────────────────────┘
                          │           TAE, PO   │
                          └─────────────────────┘
                                   │
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                          ┌─────────────────────┐  ┌──────────────────────┐
                          │         6.2         │  │ Evaluation Directions│
                          │ Prepare & Send      │─▶│ Memo or E-mail       │
                          │ Directions to EDCATS│  │                      │
                          │ Points of Contact at│  └──────────────────────┘
                          │ the Centers to      │
                          │ Administer          │
                          │ Evaluation via      │
                          │ EDCATS      PO, TAE │
                          └─────────────────────┘
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                          ┌─────────────────────┐  ┌──────────────────────┐
                          │         6.3         │  │ Program Evaluation   │
                          │ Ensure Completion of│─▶│ Report in EDCATS     │
                          │ Program Evaluation  │  │                      │
                          │ in EDCATS           │  └──────────────────────┘
                          └─────────────────────┘
                                   │  Center Education
                                   │  Program Managers
                                   ▼
┌──────────────────────┐  ┌─────────────────────┐  ┌──────────────────────┐
│ Program Evaluation   │  │         6.4         │  │ Program Inventory &  │
│ Report in EDCATS     │─▶│ Complete Program    │─▶│ Goals/Objectives     │
│                      │  │ Inventory &         │  │ Reports in EDCATS    │
└──────────────────────┘  │ Goals/Objectives    │  └──────────────────────┘
                          │ Form at End of FY   │
                          │                  PO │
                          └─────────────────────┘
                                   │
                                   ▼
                          ┌─────────────────────┐
                          │         6.5         │
                          │ Integrate Data &    │
                          │ Resolve             │
                          │ Inconsistencies     │
                          │                 TAE │
                          └─────────────────────┘
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Responsible Office: Code FE/ Education Division
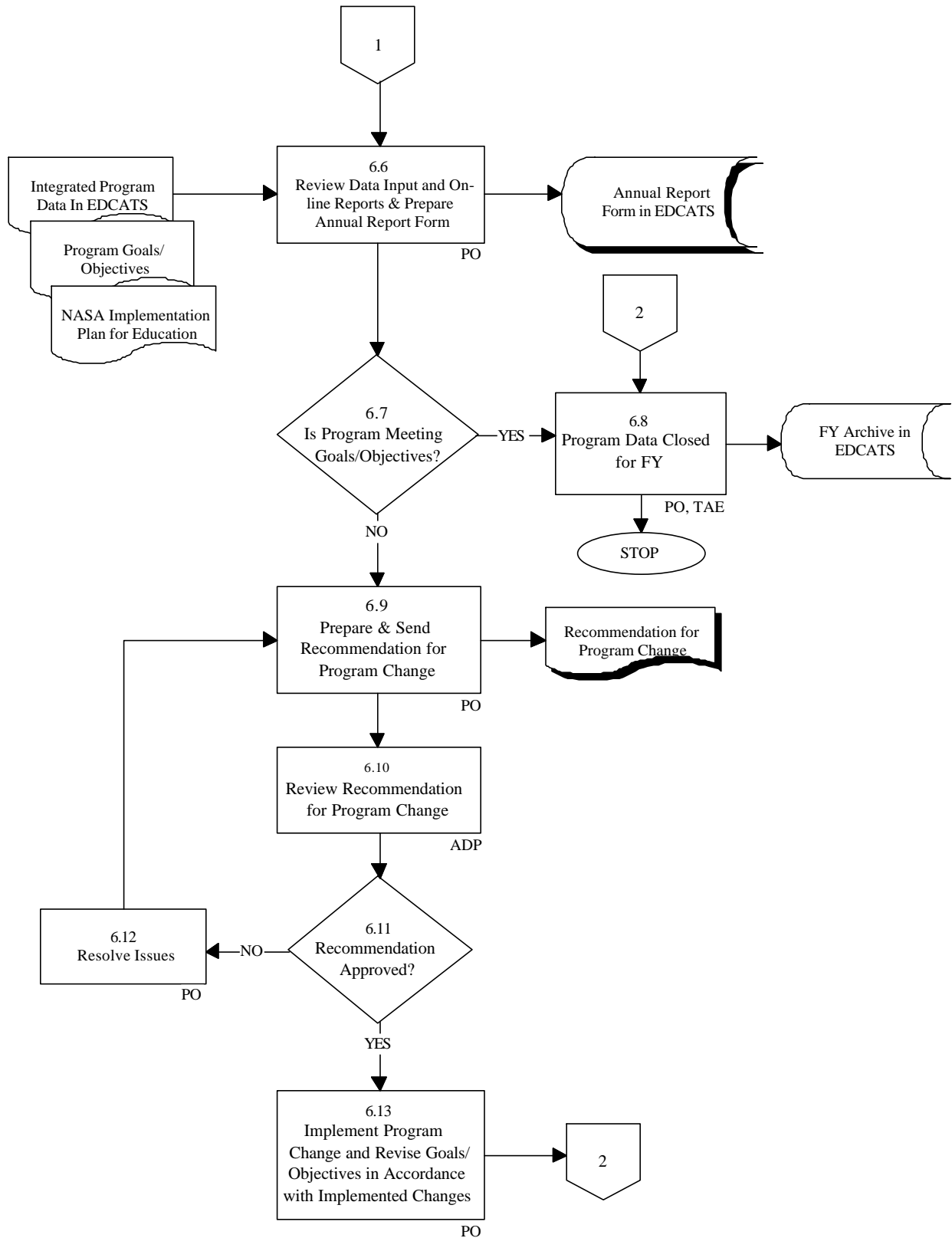Subject: Program Review Using NASA's Education Program Data Collection and Evaluation System (EDCATS)

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┌──────────────────┐         ┌──────────────────┐         ┌──────────────────┐
│ Integrated Program│────────▶│      6.6         │────────▶│  Annual Report   │
│ Data In EDCATS   │         │ Review Data Input │         │  Form in EDCATS  │
└──────────────────┘         │ and On-line Reports│        └──────────────────┘
┌──────────────────┐         │ & Prepare Annual  │
│ Program Goals/   │         │ Report Form       │
│ Objectives       │         │              PO   │
└──────────────────┘         └────────┬─────────┘
┌──────────────────┐                  │
│ NASA Implementation│                │
│ Plan for Education│                 │
└──────────────────┘                  │
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6.6 Review Data Input and On-line Reports & Prepare Annual Report Form — PO

Annual Report Form in EDCATS

2

6.7 Is Program Meeting Goals/Objectives? — YES ▶ 6.8 Program Data Closed for FY — PO, TAE

FY Archive in EDCATS

STOP

NO

6.9 Prepare & Send Recommendation for Program Change — PO ▶ Recommendation for Program Change

6.10 Review Recommendation for Program Change — ADP

6.11 Recommendation Approved? — NO ▶ 6.12 Resolve Issues — PO

YES

6.13 Implement Program Change and Revise Goals/Objectives in Accordance with Implemented Changes — PO ▶ 2

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6.   Procedure

Step	Actionee	Action
6.1	TAE, PO	TAE advises PO via email that EDCATS system is available for FY data input, and provides deadlines.
		Using the NASA Implementation Plan for Education, and program goals and objectives, the PO selects relevant forms and questions from the EDCATS database, to be used for program-specific evaluation. The program-specific forms are saved in EDCATS and are available for use via the password-protected system.
6.2	PO, TAE	Referencing the form developed in Step 6.1, the PO prepares and provides to the TAE directions for the center education program managers to administer the program-specific evaluation via EDCATS. The TAE sends the directions via memo or email to EDCATS points of contact at the Centers.
6.3	Center Education Program Managers	Center education program managers ensure completion of program evaluation in EDCATS.
6.4	PO	After reviewing program evaluation data completed by the centers, the PO completes, in EDCATS, the program inventory and goals/objectives form.
6.5	TAE	The TAE, working with the EDCATS system developer, integrates program evaluation, program inventory, and goals/objectives data in the system. Obvious inconsistencies in data are resolved with PO as needed.
6.6	PO	After reviewing the integrated program data in EDCATS, and comparing it to the program goals/objectives, and the NASA Implementation Plan for Education, the PO prepares the annual report form in EDCATS.
6.7	PO	Based on the information contained in the annual report, the PO decides if the program is meeting its goals and objectives.
6.8	PO, TAE	If yes, the PO advises the TAE that the program data is ready to be closed for the FY. The TAE archives the program data in EDCATS.

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| 6.9 | PO | If no, the PO prepares a recommendation for program change, and sends to the ADP and the DD. Format is at the discretion of the PO but should include supporting data from EDCATS and pros/cons of proposed change. |

| 6.10 | ADP | The ADP, in consultation with the DD, makes a decision about the recommendation for program change, based on data in the recommendation and overall guidance from NASA's Implementation Plan for Education, and forwards to the PO. |

| 6.11 | ADP | If the recommendation is approved, go to Step 6.13. If not, go to step 6.12. |

| 6.12 | PO | The PO resolves issues with the ADP and returns to step 6.9. |

| 6.12 | PO | Go to Step 6.8 to close out program data for current FY. |

| 6.13 | PO | The PO implements changes and program goals and objectives are revised. |

7. **Quality Records**

Record Identification	Owner	Location	Media Electronic/ Hard Copy	Schedule and Item Nos. NPG 1441.1	Retention/ Disposition
Evaluation Directions Memo or E-mail	Code FE TAE	FE Files	Hard Copy	Schedule 1, Item 70	Retire to FRC when 5 years old. Destroy when 10 years old.
Program Inventory and Goals/ Objectives Reports in EDCATS	Code FE PO	EDCATS	Electronic	Schedule 1, Item 70	Retire to FRC when 5 years old. Destroy when 10 years old.
Annual Report Form in EDCATS	Code FE PO	EDCATS	Electronic	Schedule 1, Item 70	Retire to FRC when 5 years old. Destroy when 10 years old.
Recommendation for Program Change	Code FE PO	FE Files	Hard Copy	Schedule 1, Item 70	Retire to FRC when 5 years old. Destroy when 10 years old.